



Iowa Department of Transportation

Office of Public Transit, 800 Lincoln Way, Ames, Iowa 50010
515-239-1659

www.iowadot.gov/transit

Consolidated Transit Funding Application Instructions

The consolidated transit funding application includes all elements necessary to apply for federal and/or state funding. The application is due to the Iowa Department of Transportation's (DOT) Office of Public Transit no later than the first business day of May.

Two submittals required by the Office of Management and Budget (OMB) must also accompany this application. In particular, OMB Circular A-87 Revised (<http://www.whitehouse.gov/omb/circulars/a087/2004>) requires each applicant for federal transit funding to prepare a cost allocation plan and an indirect cost rate proposal. These forms have been provided, as specified in OMB Circular A-87 Revised, as part of the application. Each form must be certified. These certifications provide the Iowa DOT with your agency's assurance that costs will be consistently accounted for and properly segregated. You should carefully review aspects of your application that pertain to the OMB Circular A-87 Revised requirements with your accountant before having your agency's signatory sign these certifications. If your cost allocation plan and indirect cost rate proposal have already been approved by another state or federal agency, please send documentation of that approval with your application submittal.

The consolidated transit funding application contains information that directly relates to your Transportation Improvement Program (TIP) submission. Individual project justifications should be contained in your TIP for **all** projects other than replacement or rehabilitation/remanufacture of revenue vehicles. Please complete one [Statewide Capital Project Justification Form](#) for each capital project programmed with Section 5309 funding, other than rollingstock replacement and rehabilitations projects relying on Public Transit Equipment and Facilities Management System (PTMS) factors for their justification.

An authorizing resolution must accompany each application. The authorized signatory listed on this resolution will be the only signatory that may sign agreements between the transit agency and the Iowa DOT.

A minority impact statement be also be submitted. This is the state's mechanism to require grant applications to consider the potential impact of the grants project's proposed programs or policies on minority groups.

A new requirement this year, is that all transit systems must provide contact information for their boards, including names, address, phone number and e-mail address. If you do not have a board, please provide the contact information for your direct supervisor. We also need a current organizational chart that includes names of employees in those positions.

A consolidated transit funding application for a transit system requesting only State Transit Assistance (STA) formula funds need only include the authorizing resolution, minority impact statement and public hearing documentation.

Consolidated transit funding applications for large urban transit systems that include a request for statewide capital funding must include an authorizing resolution, minority impact statement, public hearing documentation, individual listings of Surface Transportation Providers (addresses for the providers must be listed) both under agreement to the transit system and not under agreement, a list of any complaints alleging discrimination in service delivery filed within the past year with a statement of status or outcome of each such complaint, a list of any lawsuits which might impact the transit system's ability to implement public transit services with a statement of status or outcome of each such lawsuit or earlier lawsuits as part of the

consolidated transit funding application (If there are no complaints or lawsuits to list, please state.), and a copy of the transit system's federal FY10 certifications and assurances for Federal Transit Assistance (FTA) programs.

Small urban or regional transit systems applying for statewide capital funding must include an authorizing resolution, minority impact statement, public hearing documentation, a subrecipient certification for FTA programs, a labor protection agreement, individual listings of surface transportation providers (addresses for the providers must be listed) both under agreement to the transit system and not under agreement, a list of any complaints alleging discrimination in service delivery filed within the past year with a statement of status or outcome of each such complaint, and a list of any lawsuits which might impact the transit system's ability to implement public transit services with a statement of status or outcome of each such lawsuit or earlier lawsuits, as part of the consolidated transit funding application. (If there are no complaints or lawsuits to list, please state.)

For all transit systems, the certification of equal access for persons with disabilities and the Americans with Disabilities Act (ADA) Analysis information need only be completed and returned with the funding application if non-ADA equipment is programmed for your transit system.

A public hearing must be held for the consolidated transit funding application. The public hearing **MUST** take place in an accessible building. A copy of the notice, affidavit of publication, and proceedings is to be included with the application. Combining the funding application hearing with another hearing is allowable, such as with the TIP, so long as the information on the funding hearing is clearly stated and fits within the time frame of the application. The hearing notice should cover both operating and capital projects. For operations, the amount of STA should be listed in terms of projected dollars (rather than just percent of use tax). Any Section 5310/5311 funds to be used for support of operating costs or costs of contracting should also be in dollars.

Capital projects that are to be candidates for statewide capital funding need to be described in the public hearing notice and application using the terminology and funding detailed in the FY10 programming guidance for transit vehicles, which has been provided. For each capital item or group of items list the total costs in whole dollars, and either the federal share in whole dollars, or the federal percentage.

Feasibility studies **MUST** accompany all construction projects, which the Metropolitan Planning Organization (MPO)/Regional Planning Affiliation (RPA) wish to have programmed in the first year of the State Transportation Improvement Program (STIP). These studies must also be submitted by the first business day in May in conjunction with the consolidated funding application. The feasibility study must be available for inclusion into the STIP.

Completed application materials should be submitted to [Pamella Lee](#), Office of Public Transit, 800 Lincoln Way, Ames, IA, 50010, no later than the first business day of May. If you have any questions regarding these materials please feel free to call her at 515-239-1872.